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February 21, 1945

To: Participants in December 11-15⁴ Conference of Nutrition
Planning Committee and Field Agents

From: Margery Vaughn *M.V.*
Nutrition Programs Branch

Washington, December 11-15, 1944.

Subject: Definition of Coordination

In accordance with the recommendations of the conference of
December 11-15, we are attaching a copy of "Definition of
Coordination," that was drawn up by a subcommittee of the
Nutrition Planning Committee.

Attachment

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Report of Subcommittee Appointed to Define Coordination for Nutrition Committees

Coordination in relation to nutrition committees refers to that process through which a committee brings into harmonious adjustment the purposes, plans, resources, limitations and responsibilities of the participants in order to solve common problems and unify efforts for better nutrition.

This means that participants in nutrition committees must:

1. represent agencies, organizations, and groups who have a contribution to make and who are affected by the results.
2. have a clear understanding of their responsibilities as representatives of an agency, organization, or group.
3. be given enough authority by the groups they represent to deal effectively with the problems to be solved.
4. recognize that there will need to be group allocation of responsibilities to those that can make specific contributions to the achievement of the goals.
5. recognize that in committee work when a group decision has been reached in the process of coordination they must be willing to accept it and work in accordance with it.
6. have confidence that this process of working together objectively will strengthen the participating agencies, organizations and groups.

Although it is agreed that the chief function of nutrition committees is coordination it is recognized that there are situations where because of the place of the nutrition committee in the total scheme of local and state organization it is difficult to separate the coordination and service functions.

Some considerations in making a decision concerning the acceptance of a service function by a nutrition committee are:

1. The extent to which a demonstration type of service is necessary before it is possible for the committee to carry out its coordinating function effectively.
2. Availability of personnel and other resources.

Respectfully submitted,
 Vivian Drenckhahn
 Berenice Mallory
 Helen Stacey
 Melva B. Bakke, chairman

1948

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